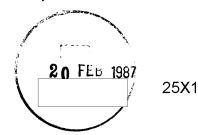
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ADMIN-SR

DCI/ICS 6105-87 6 January 1987



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MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM:

Chief, Administrative Staff, ICS

SUBJECT:

Designation of ICS Personnel Responsible for the Preparation and Certification of Time and Attendance Reports

1. In accordance with paragraph 2a, and effective this date, the following designated ICS personnel are responsible for the preparation of Time and Attendance Reports for the offices indicated:

Office T & A Clerk

AS

CCISCMS

T & A Clerk

Black

Secure

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CCISCMS

CIPC

CMX

CPB/SID/CMX

EPB/PAD/CMX

OD/CMX

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Subject: Designation of ICS Personnel Responsible for the Preparation and Certification of Time and Attendance Reports

REB/PAD/CMX								
SID/CMX								
SRB/OD/CMX								
FIPC & IHC								
НС								
LL & SS								
MASINT								
O/D/ICS								
PBS								
PPS								
Registry/ICS								
SC								
SIRVES/SC								
SORS/SC								
2. Specific reporting are conta	esponsibilit	ies and i	nstructi	ons for	time	and att	endance	<u> </u>

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reporting are contained in

a copy of which is on file with the



Subject: Designation of ICS Personnel Responsible for the Preparation and Certification of Time and Attendance Reports

Administrative Staff. All Time and Attendance Reports should be processed and turned in to the Administrative Staff NLT 1200 hours on Friday of the end of the pay period for forwarding to the Payroll Office.

3. The following senior officers are delegated to certify all regular time, occasional overtime, and holiday work in their offices as outlined in

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Office	Designee
AS CCISCMS CIPC CMX CPB/SID/CMX EPB/PAD/CMX OD/CMX REB/PAD/CMX SID/CMX SRB/OD/CMX FIPC & IHC HC LL & SS MASINT O/D/ICS PBS PPS Registry/ICS SC SIRVES/SC SORS/SC	C/AS and DC/AS D/CCISCMS and DD/CCISCMS Chairman/CIPC and VC/CIPC Chairman/CMX and VC/CMX C/CPB/SID/CMX C/CPB/PAD/CMX C/OD/CMX and DC/OD/CMX C/REB/PAD/CMX C/SID/CMX and DC/SID/CMX D/SRB/OD/CMX C/SID/CMX and DC/SID/CMX D/SRB/OD/CMX Chairman/FIPC and Chairman/IHC and VC/IHC Chairman/HC and VC/HC C/LL and C/SS Chairman/MASINT D/ICS and DD/ICS D/PBS and DD/PBS D/PPS and DD/PPS C/AS and DC/AS Chairman/SC and VC/SC C/SIRVES and VC/SORS

referred to

on

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Chief, Administrative Staff, ICS

of the Administrative Staff. She may be reached

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4. Any questions regarding time and attendance reporting should be

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Subject: Designation of ICS Personnel Responsible for the Preparation and Certification of Time and Attendance Reports

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6 January 1987

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